



The Township of Wilmot

Position: Part Time Facility / Concession

Location: Wilmot Recreation Complex

Qualifications:

- Ability to exercise mature judgment in dealing appropriately with colleagues and members of the public;
- Demonstrate strong organizational skills and the ability to work independently or within a team to meet the operational needs;
- Ability to develop and maintain a working knowledge of safety precautions and hazards involved with the work assigned;
- Excellent customer service and interpersonal communication skills with the ability to communicate tactfully, effectively, in a professional manner, in person and on the phone;
- Ability to understand verbal and written instructions from supervisor and colleagues;
- Basic knowledge of facility cleaning procedures and the aptitude for minor repairs;

Responsibilities:

- Assist Operators with ice resurfacing, removing nets, shoveling snow and other maintenance tasks. Some heavy lifting may be required;
- Perform opening and closing facility / concession / pro-shop procedures;
- Provide customer service to a wide variety of arena facility users, resolving issues in a timely fashion;
- Perform custodial duties, general maintenance and repair tasks throughout the facility;
- Responsible for food preparation and handling for concession duties;
- Handling the cash flow and keeping track of inventory, using mathematical skills at concession and pro shop;
- Use safe work practices and maintain a safe work environment in all tasks performed;
- Keep the supervisor informed of issues affecting departmental operations;
- Plan, prioritize and organize tasks to meet daily operational needs of the facility;
- Perform other related duties as required and assigned by supervisor.

Hours of work: This position offers a flexible schedule of up to 24 hours per week with day, evening and weekend shifts as required. Hours and schedules vary depending on programming requirements.

Hourly Rate of Pay: starting at general minimum wage

How to apply: Qualified applicants are invited to submit a resume clearly marked **Part Time Facility / Concession Attendant**, by email to Human Resources hr@wilmot.ca

Resumes received will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.